



OKLAHOMA NATIONAL GUARD  
**JOINT FORCE HEADQUARTERS**  
3501 MILITARY CIRCLE  
OKLAHOMA CITY, OKLAHOMA 73111-4398  
(405) 228-5000 or DSN 628-5000

OKHRO-ES

12 May 2005

MEMORANDUM FOR Civil Service Employees Returning from Military Duty

SUBJECT: Information for Employees Returning from Military Active Duty

1. The purpose of this memorandum is to review your rights as a technician who has returned to duty from an active military tour. You will have the option to make your retroactive Thrift Savings Plan (TSP) contributions and to make a military or civilian deposit.

2. **THRIFT SAVINGS PLAN:** Retroactive TSP contributions can be made to your Civilian TSP account. The TSP Fact Sheet, *TSP Benefits that Apply to Members of the Military Who Return to Federal Civilian Service*, explains the benefits of making your Retroactive TSP contributions. Submit the OKNG Form 218-E, *Technician Request for Retroactive Thrift Savings Plan (TSP) Contributions or Investment of Government Matching Funds* to OKHRO-ES in order to start the retroactive contributions. The time limit for making your Retroactive TSP contributions is 60 days from the date of returning to duty. For employees covered by the Federal Employee's Retirement System (FERS), the Retroactive Agency Automatic 1% will be submitted to the Defense Finance and Accounting Service (DFAS) by OKHRO-ES.

3. **MILITARY/CIVILIAN SERVICE DEPOSIT:** The period of service covered by LWOP-US is potentially creditable service for retirement purposes. As an employee who has exercised their reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994, you have the option to make a deposit based on either your Civilian or Military Earnings. In order to determine how much a Military Deposit will be, complete the RI Form 20-97, *Estimated Earnings During Military Service* and send it and a copy of your DD Form 214 to the appropriate address on the form. When it has been returned to you, send it to OKHRO-ES for an estimate of the deposit. If any civilian leave was used during this active duty tour, submit a copy of the timecards when the civilian leave was used to OKHRO-ES at the time you submit the completed RI Form 20-97 package to OKHRO-ES. A Civilian Deposit estimate will be computed at that time also. The amount of the Military Deposit is based on which retirement plan (CSRS or FERS) covers you.

a. If you are a Civil Service Retirement System (CSRS) employee first hired before 1 October 1982, this period of LWOP-US is creditable toward potential civilian retirement and annuity computation without making a service-credit deposit, however, if you choose not to make a deposit to cover this period of service, your annuity will be recomputed to take out credit for this service when

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you turn 62 if you are also eligible for Social Security at that time. You may ensure continued retirement credit for military service by making a service credit deposit. The deposit amount for active duty service will be 7.5 percent.

b. If you are a CSRS employee first hired after 30 September 82, this period of LWOP-US for military duty is creditable toward potential civilian retirement only if you make a service-credit deposit to cover this period of service. The deposit amount for active duty service will be 7.5 percent.

c. If you are a FERS employee, this period of LWOP for military duty is creditable toward potential civilian retirement only if you make a service-credit deposit to cover this period of service. The deposit amount for active duty will be 3.5 percent.

4. Any questions may be directed to the Oklahoma Military Department, Attn: OKHRO-ES, 3501 Military Circle, Oklahoma City, OK 73111-4398 or by calling (405) 228-5527 or DSN 628-5527.

FOR THE ADJUTANT GENERAL:



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